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Approved For Release 1999/09/01 : CIA-RDP78-06180A000200040019-2

26 February 1959

MEMORANDUM FOR: Chairman, Medical Staff Career Service Board
FROM: Chairman, Medical Technician and Administrative Panel
SUBJECT: Proposed Revision of Medical Staff Position Vacancy Notification Procedures

I Statement of Problem

1. The Medical Technician and Administrative Panel has recently conducted a review of current Medical Staff procedures pertaining to position vacancy notification.

2. Factors influencing the initiation of this review were:

A. The desire of the Panel to review, study and submit recommendations on facets of the current Medical Staff Career Program which, the Panel feels, would ultimately result in the refinement or sophistication of said Program and;

B. Areas of dissatisfaction with the current vacancy notification procedures, which have been voiced to the Panel by Medical Staff technical and administrative personnel.

II Findings and Conclusions

1. In the course of its review the Panel found the following salient features of the existing vacancy notification program.

A. Vacancy notices are disseminated as far in advance of an actual vacancy as possible, but with no firm deadline, e. g., 6 months prior to the actual vacancy.

B. Vacancy notices are distributed directly to Medical Staff Division Chiefs, who in turn are responsible for bringing the notices to the attention of the employees under their supervision.

C. No firm deadlines for replies to vacancy notices have been established. Elapsed time from distribution to reply has varied "from one to several days".

D. Information contained in vacancy notices consists of position, title, slot number, physical location of the position, expected date of vacancy.

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2. It is the conclusion of this Panel that:

A. All Medical Staff personnel who may possess an interest in applying for a position outlined in the vacancy notifications are not being advised of said vacancies.

B. The individual is not allowed enough time in arriving at his decision to submit a positive or negative reply to the vacancy notice.

C. There is a lack of "position information" in the current vacancy notification. "Position information" is interpreted by the Panel to mean individual background qualifications needed to fill the position, current position responsibilities, and in the case of overseas positions, geographic or "post report" type information.

III Recommendations

1. In view of the above findings and conclusions, the Panel respectfully recommends the following refinements or changes in procedure of the current Medical Staff position vacancy notification program:

A. That all Medical Staff technical and administrative personnel by virtue of their eligibility and interest be notified of position vacancies.

B. That in the case of overseas positions, vacancy notices be disseminated 8 months prior to the actual vacancy. This practice would allow ample time for:

- (1) Selection of the candidate to fill the position.
- (2) The selected individual to meet necessary training requirements.
- (3) The individual to complete his personal and financial considerations.
- (4) Early notification to the individual in the field of his next assignment.
- (5) An adequate "over-lap" with the individual in the field.

C. That a detailed description accompany the vacancy notice or be made available to the individual concerning:

- (1) Individual background requirements desired for the position.
- (2) A current position description of the job in question.

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(3) Geographic or "post report" type information.

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This would be particularly helpful to the individual who has not had overseas experience or who has not served in the geographic area in which a position would be vacant.

D. That the individual be allowed a maximum of 5 working days to submit his reply to a position vacancy notice. This time allowance (which the Panel feels would not impose an undue delay in selection of the candidate) would allow the individual to carefully weigh his decision and facilitate the task of the Career Board in selection of a candidate to fill the position.

2. The Panel is cognizant that some of the above recommendations may relate closely to command decision. However, it is our opinion that in order to fulfill our obligation to both the medical technical and administrative segment of the Medical Staff and to the Career Service Board, it is appropriate that the above recommendations be submitted at this time.

3. The Panel takes this opportunity to express its willingness and availability to discuss this subject further with the Career Board if such is their desire.

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Chairman

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